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GENERAL CIRCULAR NUMBER 2013-003

DATE: February 1, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: HR Handbook Revisions – Layoff Template No. 3, Written Layoff Plan and Request for Exemption from the Classified Service – CSUA.1

This general circular is being issued to advise of revisions to the HR Handbook on 1) Layoff Template No. 3, Written Layoff Plan and 2) Request for Exemption from the Classified Service, CSUA.1.

Layoff Template #3, Written Layoff Plan was revised to include the reporting of all employees who occupy temporary positions, such as restricted and/or job appointments, in a layoff plan. This change to requirements of the written plan provides clarity on the impact of a proposed layoff on temporary as well as permanent status employees.

The Request for Exemption from the Classified Service (CSUA.1 form) was revised to include additional information used during the review of these requests.

Questions regarding this General Circular may be directed to the Program Assistance Division at 225-342-8274.

Sincerely,

s/Shannon S. Templet
Director